

View cohort submission dates and times

This short guide explains how instructors can view submission dates and times for a whole cohort of students, for online exams submitted via Blackboard Tests, Blackboard Assignments or Turnitin.

Blackboard Tests

1. Access the Blackboard course and navigate to **Control Panel > Grade Centre > Full Grade Centre** or **Control Panel > Grade Centre > Tests**.
2. Identify the column associated with the test for which you wish to view the submission dates.
3. Click on the down arrow next to the column heading to access the column's menu, then select **View All Attempts**.
4. The **View All Attempts** page provides a summary of all student attempts. Student names, usernames and submission dates and times are displayed on this page, among other information.

View All Attempts : 10120-Quiz5-F-Lab 6

Mark Attempts Mark Anonymously Mark By Question

LAST NAME	FIRST NAME	USERNAME	MARK	ATTEMPT NUMBER	DATE	STATUS	DURATION
...	3.00	1	14 December 2020 12:47:12	Completed	00:02:11
...	13.00	2	14 December 2020 12:49:25	Completed	00:01:57
...	14.00	1	20 November 2020 23:12:27	Completed	00:11:37
...	9.00	1	24 November 2020 07:57:03	Completed	00:22:36
...	11.00	1	23 November 2020 16:58:50	Completed	00:06:33
...	0.00	1	18 December 2020 14:18:10	Completed	00:00:42
...	3.00	2	18 December 2020 14:19:25	Completed	00:00:30
...	2.00	1	18 December 2020 11:49:13	Completed	00:00:28
...	13.00	1	20 November 2020 17:35:50	Completed	00:04:05
...	3.00	1	18 December 2020 16:41:36	Completed	00:00:33

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Displaying 1 to 10 of 509 items Show All Edit Paging...

5. To view the full list of students, select **Show All**.
6. There is no export function available. As a workaround, you can select all the relevant information on the View All Attempts page, then copy and paste it into an Excel document.

Blackboard Assignments

1. Access the Blackboard course and navigate to **Control Panel > Grade Centre > Full Grade Centre** or **Control Panel > Grade Centre > Assignments**.
2. In the Grade Centre, identify the column associated with the assignment for which you wish to view the submission dates.
3. Click on the down arrow next to the column heading to access the column's menu, then select **Assignment File Download**.
4. On the Download Assignment page, the submission date and time are displayed next to the student's name.
5. To view the full list of students, select **Show All**.

10120-REPORT-5-REFLECTIVE REPORT	10120-PRESENTATION 1.S-SEM 1
--	Quick Column Information
8.00	Send Reminder
8.00	Change Due Date
8.00	Mark Attempts
8.00	Mark with Usernames Hidden
7.00	Assignment File Download
	Assignment File Cleanup
	Rubric Evaluation Report
	View Mark History
	Edit Column Information

Download Assignment: 10120-report-5-Reflective Report

Download and view student assignment submissions by selecting one or more usernames and clicking **Submit**. Selected assignments are packaged as a ZIP file. Click the link to save the file to your computer.

NAME	DATE	MARK
<input type="checkbox"/> [Name]	Sunday, 7 February 2021 18:05:17 o'clock GMT	8.00
<input type="checkbox"/> [Name]	Sunday, 7 February 2021 00:22:27 o'clock GMT	8.00
<input type="checkbox"/> [Name]	Wednesday, 3 February 2021 13:00:52 o'clock GMT	8.00
<input type="checkbox"/> [Name]	Sunday, 7 February 2021 16:40:59 o'clock GMT	7.00
<input type="checkbox"/> [Name]	Sunday, 7 February 2021 18:32:25 o'clock GMT	8.00
<input type="checkbox"/> [Name]	Saturday, 6 February 2021 18:55:33 o'clock GMT	8.00
<input type="checkbox"/> [Name]	Sunday, 7 February 2021 00:24:25 o'clock GMT	7.50
<input type="checkbox"/> [Name]	Monday, 8 February 2021 06:49:44 o'clock GMT	8.00

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Displaying 1 to 10 of 456 items **Show All** Edit Paging...

6. There is no export function available. As a workaround, you can select all the relevant information on the Download Assignment page, then copy and paste it into an Excel document.

Turnitin Assignment

1. Access the Blackboard course and navigate to **Control Panel > Tools > Turnitin Assignments**.
2. Select the title of the assignment you wish to review from the list of Turnitin Assignments. This will take you to the Assignment Inbox.
3. Select **Roster Sync** to refresh the list of student names. The list of students can be resorted by clicking on a title column heading.

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View Assignments

turnitin

Assignment Inbox | Edit assignment | Class Stats | Libraries | Preferences

About this page
This is your assignment inbox. To view a paper, select the paper's title. To view a Similarity Report, select the paper's Similarity Report icon in the similarity column. A ghosted icon indicates that the Similarity Report has not yet been generated.

Assignment 2_International Luxury Fashion
INBOX | NOW VIEWING: ALL PAPERS

Submit | export

Online Grading Report | **Roster Sync** | Edit assignment settings | Email non-submitters

<input type="checkbox"/>	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
<input type="checkbox"/>								14-Jan-2021

PAGE: 1 2 3 4 5 6

By default, the submissions are indexed across multiple pages. If you wish to see all submissions on the same page, select the **Preferences** tab, change the 'items per page' to '1000' and select 'submit' to save. Turnitin will now always display all submissions on the same page.

Assignment Inbox | Edit assignment | Class Stats | Libraries | **Preferences**

About this page
This is the user preferences page. Use the form below to make changes to the user preferences. When y

user preferences

default submission type:
multiple file upload

items per page:
1000

file download format:
let me choose each time

show page info:
yes

submit

- If a student has not submitted a paper, --no submission -- will show up in place of a paper title.

<input type="checkbox"/>	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
<input type="checkbox"/>		-- no submission --	--				--	Late
<input type="checkbox"/>		-- no submission --	--				--	Late
<input type="checkbox"/>		-- no submission --	--				--	Late
<input type="checkbox"/>		-- no submission --	--				--	Late
<input type="checkbox"/>		-- no submission --	--				--	Late
<input type="checkbox"/>		-- no submission --	--				--	Late
<input type="checkbox"/>		-- no submission --	--				--	Late
<input type="checkbox"/>		-- no submission --	--				--	Late
<input type="checkbox"/>		-- no submission --	--				--	Late
<input type="checkbox"/>		-- no submission --	--				--	Late
<input type="checkbox"/>		-- no submission --	--				--	Late

PAGE: 1 2 3 4 5 6

- If a paper was submitted late, the submission date appears in red. If no submission has been received, *Late* will show up in red in the date column.

<input type="checkbox"/>	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
<input type="checkbox"/>			36%	45				15-Jan-2021
<input type="checkbox"/>			36%	50				14-Jan-2021
<input type="checkbox"/>			36%	70				15-Jan-2021
<input type="checkbox"/>			36%	67				14-Jan-2021
<input type="checkbox"/>			36%	63				15-Jan-2021
<input type="checkbox"/>			36%	50				12-Jan-2021

View exact submission times for individual students

- In the **Assignment Inbox** list, identify the name of the student whose submission time you wish to check.

2. Select the **paper's title** next to the student's name. The paper will open in a new window.
3. From the right-hand menu, select **Submission Information** (i) to view the submission date, or select **Download** (down arrow) and then choose **Digital Receipt** to download a copy of the receipt.



Export submission dates and times for whole cohort

For assignments where Anonymous Marking is not enabled, or where Anonymous Marking is enabled and the Post Date has passed, you can export the Assignment Inbox in Excel format.

1. Navigate to the Turnitin **Assignment Inbox**.
2. Select **Export** and an Excel file will be generated. This Excel file contains the students' name and username and the date and time of submission, among other information.

View Assignments

turnitin

Assignment Inbox | Edit assignment | Class Stats | Libraries | Preferences

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Assignment 2_International Luxury Fashion
INBOX | NOW VIEWING: ALL PAPERS

PAGE: 1 2 3 4 5 6

Submit export Online Grading Report | Roster Sync | Edit assignment settings | Email non-submitters

<input type="checkbox"/>	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
<input type="checkbox"/>	John King	International Luxury Fashion	---	60			14111111	14-Jan-2021
<input type="checkbox"/>	John King	International Luxury Fashion	11%	50			14111111	14-Jan-2021
<input type="checkbox"/>	John King	International Luxury Fashion	15%	45			14111111	15-Jan-2021
<input type="checkbox"/>	John King	International Luxury Fashion	15%	50			14111111	14-Jan-2021
<input type="checkbox"/>	John King	International Luxury Fashion	16%	70			14111111	15-Jan-2021
<input type="checkbox"/>	John King	International Luxury Fashion	17%	45			14111111	15-Jan-2021
<input type="checkbox"/>	John King	International Luxury Fashion	17%	45			14111111	15-Jan-2021
<input type="checkbox"/>	John King	International Luxury Fashion	17%	54			14111111	12-Jan-2021
<input type="checkbox"/>	John King	International Luxury Fashion	17%	55			14111111	15-Jan-2021
<input type="checkbox"/>	John King	IFR Assignment Two	17%	52			14111111	15-Jan-2021
<input type="checkbox"/>	John King	International Luxury Fashion	17%	45			14111111	15-Jan-2021

Please note that the Export function is not available while an assignment has Anonymous Marking enabled. Where Anonymous Marking is enabled, the Export function becomes available only once the Post Date has passed.